

STATE PERFORMANCE GOALS WORKSHEET

I. SCOPE/PURPOSE/STRUCTURE

1. Our museum has developed a Mission Statement describing its scope, purpose, and audience.

Yes ☐ No ☐

Notes: _____

2. Our museum maintains founding and governing documents, i.e., Bylaws, Articles of Incorporation, and/or ordinances.

Yes ☐ No ☐

Notes: _____

3. Setting goals are a regular part of our museum's operational procedures

Yes ☐ No ☐

Notes: _____

Long range plans have been developed.

Yes ☐ No ☐

Notes: _____

II. STAFF (INCLUDES BOTH PAID AND VOLUNTEER)

1. Our museum has established personnel policies and defined job descriptions.

Yes ☐ No ☐

Notes: _____

2. The policies include code of ethics, personnel benefits, and a commitment to training.

Yes ☐ No ☐

Notes: _____

3. Our museum demonstrates a commitment to professional development for its staff and volunteers, i.e., access to museum literature, attendance at museum workshops and conferences, etc.

Yes ☐ No ☐

Notes: _____

III. FINANCE

1. Our museum and/or governing authority maintains a detailed accounting of all expenses and revenues (including cash and in-kind support from individuals, businesses, foundations, and governments).

Yes ☐ No ☐

Notes: _____

2. We have established an Annual Financial Statement, including all assets and liabilities (excluding value of collections).

Yes ☐ No ☐

Notes: _____

3. The museum's governing authority reviews and approves financial statement and budget annually.

Yes ☐ No ☐

Notes: _____

IV. FACILITIES

1. We maintain ownership or lease documentation on museum building and other partnerships, i.e., maintenance, grounds, security.

Yes ☐ No ☐

Notes: _____

2. We have developed a policy covering security measures, i.e., collections, exhibitions, building, monies.

Yes ☐ No ☐

Notes: _____

3. The museum's facilities and grounds are well maintained.

Yes ☐ No ☐

Notes: _____

4. Our museum is working towards creating a disaster plan for the collections and facility.

Yes ☐ No ☐

Notes: _____

5. We have evaluated our museum's access for the disabled.

Yes ☐ No ☐

Notes: _____

6. Our museum has liability insurance.

Yes ☐ No ☐

Notes: _____

7. Fire protection is in accordance with local ordinances.

Yes ☐ No ☐

Notes: _____

V. COLLECTIONS/CONSERVATION

1. A Collections Management Policy has been developed and includes a definition of the collection and policies regarding loans, donations, accession and deaccession processes, etc.

Yes ☐ No ☐

Notes: _____

2. Collections are cataloged/inventoried:

Yes ☐ No ☐

Notes: _____

Photographed (optional):

Yes ☐ No ☐

Notes: _____

Accession records are duplicated and secured in an off-site location.

Yes ☐ No ☐

Notes: _____

3. Collections not on display are kept in a secure place.

Yes ☐ No ☐

Notes: _____

Collections are protected from detrimental effects of light, and drastic changes in temperature and humidity.

Yes ☐ No ☐

Notes: _____

Staff involved with collections are trained in proper handling techniques of objects.

Yes ☐ No ☐

Notes: _____

Collections are managed in accordance with Native American Grave Protection and Repatriation Act (NAGPRA), if applicable.

Yes ☐ No ☐

Notes: _____

4. We have determined status of insurance on collections, i.e., objects on display or in storage, objects on loan to and from the museum.

Yes ☐ No ☐

Notes: _____

VI. EXHIBITIONS

1. Exhibits reflect museum's mission statement.

Yes ☐ No ☐

Notes: _____

2. Exhibit interpretation is provided, and every effort is made to provide accurate information.

Yes ☐ No ☐

Notes: _____

3. Our museum takes care in protecting objects while on display giving special attention to mounting procedures, environment controls, and security.

Yes No ☐

Notes: _____

VII. EDUCATION

1. Our Museum as incorporated into its educational programs, beyond the permanent exhibitions of the museum, a minimum of two (2) of the following:
 - ☐ a. organized tours for children and adults
 - ☐ b. lectures/gallery talks
 - ☐ c. informational printed materials relating to museum's programs and services.
 - ☐ d. demonstrations
 - ☐ e. traveling exhibits
 - ☐ f. temporary exhibits
 - ☐ g. outreach services
 - ☐ h. docent training
 - ☐ i. partnerships with schools or other organizations
 - ☐ j. collections will be available for public research and a policy statement will be developed on accessibility of research
 - ☐ k. library/study area
 - ☐ l. discovery area
 - ☐ m. other

Notes: _____

2. We have developed educational programs that relate to the stated mission/purpose and that utilize the museum's collections and resources.

Yes ☐ No ☐

Notes: _____

3. Educational programs are organized for a variety of audiences (i.e., school groups, senior citizens, minorities, etc.).

Yes ☐ No ☐

Notes: _____

VIII. PUBLIC RELATIONS

1. We document our museum's public relations efforts, e.g.,

- ☐ press releases
- ☐ radio/TV public service announcements
- ☐ utility bill mailers
- ☐ press kits
- ☐ media mailing list
- ☐ web site
- ☐ telephone tree
- ☐ community organization newsletter
- ☐ banners
- ☐ bill boards
- ☐ school flyers
- ☐ church and civic organization flyers
- ☐ local exchange clubs
- ☐ other

Notes: _____

Name of Museum _____

City _____ Zip _____

I would like to schedule an on-site visit by an OMS representative to discuss standards at our museum during:

☐ Mar/Apr/May 2004

☐ Sep/Oct/Nov 2004

Please return card to: Office of Museum Services
300 Rio Grande
Salt Lake City, UT 84101

